

Guidelines for the Preparation and Implementation of Traffic Management Plans



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1. Objective and Statutory Framework

The City of Kwinana (**City**) has developed these Guidelines in accordance with the requirements of the Road Traffic Code 2000 and the following Instruments of Authorisation issued by the Commissioner of Main Roads Western Australia (**Commissioner**) under Regulation 297(2) of the Road Traffic Code 2000:

- a) *'Instrument of Authorisation Relating to Traffic Management for Events' dated 11 September 2007; and*
- b) *'Instrument of Authorisation relating to Traffic Management for Works on Roads' dated 18 July 2007;*

(Instruments)

As an Authorised Body and signatory to the Instruments, the City is required to develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Traffic Management for Works on Roads Code of Practice (**Works Code of Practice**) and the Traffic Management for Events Code of Practice (**Events Code of Practice**) and ensure that its Representatives comply with the terms and conditions of (a) and (b) of the Instrument of Authorisation and to assist others who are not party to the Instruments, to obtain authorisation from the City, in order to use and manipulate traffic control signs and devices.

These Guidelines are provided to assist in the preparation and planning of temporary traffic management required for proposed works or events within thoroughfares under the care, control and management of the City and are intended to detail the City's administrative procedures and requirements for temporary traffic management in thoroughfares.

The City will only approve applications and authorise individuals or organisations to erect, establish, display, alter or take down any MRWA supported traffic control signs and devices, where the application complies with these Guidelines, the Works Code of Practice and

Events Code of Practice, MRWA requirements and any further requirements of the City for traffic management for works or events within or impacting thoroughfares.

2. Definitions and Interpretation

2.1. Definitions

Applicant: The individual, organisation or corporation who/which applies to the City to review and approve traffic management plan/s.

Application: A formal request to an authority for approval of a traffic management plan.

Application Form: The prescribed form of an Application, as contained in Appendix 1.

AS: Australian Standards

Authorised Body: A government department, government instrumentality, statutory authority, local government or a body authorised by the Commissioner for the purposes of Regulation 297(2) of the Road Traffic Code 2000.

AWTM: Advance Work Site Traffic Management

BWTM: Basic Work Site Traffic Management

Commissioner: Commissioner of MRWA

City: City of Kwinana

Events Code of Practice: MRWA Traffic Management for Events Code of Practice.

Emergency Works: Means urgent roadworks required to be undertaken to address a life threatening risk or situation.

Events: means events as defined in clause 3.2 of these Guidelines;

Instrument: A legal instrument through which the CMR, under Regulation 297 of the Road Traffic Code 2000, formally delegates to an Authorised Body the authority to erect, establish, display, alter or take down such traffic signs and traffic control devices of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any roadworks subject to conditions set out in the instrument. An Instrument of Authorisation referred to in clause 1 of this Guideline, for either Traffic Management for Works on Roads or Traffic Management for Events as appropriate to the application.

Long-term: Works which exceed more than one shift of work

MRWA: Main Roads Western Australia

Road reserve: For the purpose of this Guideline and the Code includes the land set aside, gazetted under an enactment or commonly used by the public as a road and all verges, traffic islands, median strips and other provisions associated therein for the conveyance or travel of persons but does not include private tenements or freehold land.

Roadworks: means roadworks as defined in cl. 3.1

TC: Traffic Controller

Traffic Control Device (TC Device): Any sign, signal, pavement marking or other installation placed or erected by a public authority or official body, having the necessary jurisdiction, for the purpose of regulating, warning or guiding traffic.

Traffic Control Diagram (TC Diagram): Detailed drawings depicting the layout and type of traffic control devices to be used for all situations likely to be encountered during the works.

Traffic Management Plan (TMP): A document containing Traffic Control Diagrams and documentation of project details in regard to traffic management at a work site. The documentation of project details includes, inter alia, responsible personnel, proposed timing of the works, approvals that have been gained, traffic volume/type details, documentation of risk management and special provisions for specific road user types.

Works Code of Practice: MRWA Traffic Management for Works on Roads Code of Practice

Work area: The specific area where the work is being done.

Work site: An area which includes the work area(s) and any additional length of road required for advance signing, tapers, side-tracks or other areas needed for associated purposes.

2.2. Interpretation

- 1) A reference to any written law includes;
 - a) All written laws amending, consolidating or replacing that written law; and
 - b) All subsidiary legislation made under that written law.
- 2) Where a provision of these Guidelines is inconsistent with a provision of the Works Code of Practice or the Events Code of Practice, the provision of the Works Code of Practice or the Events Code of Practice as the case may be, shall prevail.

3. Planning for Roadworks and Events

3.1. Roadworks

For the purposes of these Guidelines, “roadworks” is taken to refer to:

- a) any works within road reserve boundaries;
- b) construction and/or maintenance work in worksites that extends or will extend at any time within road reserve boundaries;
- c) roadworks as defined in reg. 285(4) of the Road Traffic Code 2000; and
- d) works as defined in Clause 1.1 of AS 1742.3 – 2009.

Roadworks can create potential hazards that can give rise to injury or damage resulting in loss, litigation or prosecution, if reasonable care is not taken to protect both road users and road workers.

Approval of the City is required to be obtained in accordance with these Guidelines and the Works Code of Practice for any roadworks on roads within the care, control and management of the City. Approval for roadworks on declared highways and main roads for which the Commissioner is responsible must be obtained from MRWA.

To encourage uniform, safe and appropriate temporary traffic management, the City requires all temporary traffic management for roadworks to be in accordance with all applicable statutory and policy requirements including but not limited to the Occupational Safety and Health Act 1984, the Road Traffic Act 1974, the Works Code of Practice, Australian Standard 1742.3 and any other relevant Acts, Regulations, Codes, Specifications and Guidelines.

Applicants should be familiar with the requirements of these documents and ensure that roadworks are planned and implemented in a manner which complies with all relevant requirements.

3.2. Events

For the purposes of these Guidelines, an Event on a road is any organised activity within a road reserve in the district of the City that requires management of adverse impacts on road users (including pedestrians).

Events include, but are not limited to, the following:

- A race meeting for athletes
- Race, rally or reliability trial for vehicles
- Speed test
- Sporting, recreational, social, fundraising or artistic event
- Political, religious, cultural, or commemorative parade or rally.

Events on roads under the care, control and management of the City require approval of the City in accordance with these Guidelines and the Events Code of Practice. Approval for events on declared highways and main roads for which the Commissioner is responsible must be obtained from MRWA.

Events need to be managed so that the safety of all participants and road users is ensured and disruptions to the normal daily usage and function of the road network is minimised. Events that do not occur on roads but impact on the safety and efficiency of the surrounding road network also need to be taken into consideration.

Event organisers and planners must comply with the Events Code of Practice which has been developed to guide the planning of events, promoting safer, consistent and effective temporary traffic management arrangements for events on roads in Western Australia. Events on roads must additionally comply with other applicable statutory and policy requirements including but not limited to any relevant Australian Standards, Acts, Regulations, Codes, Specifications and Guidelines.

All Applicants should be familiar with the requirements of these documents and ensure that Events are planned and implemented in a manner that complies with all relevant requirements.

3.3. When Is a Traffic Management Plan Required?

A TMP for roadworks is required to be prepared in accordance with the Works Code of

Practice, which provides, “*any party undertaking work on a road shall prepare a Traffic Management Plan (TMP) that adequately provides for the safety of workers and road users while maintaining an adequate level of service to road users.*”

A TMP for an Event is required to be prepared in accordance with the Events Code of Practice, which provides, “*any party responsible for organising an event that involves a change to the traffic environment to the extent that road users will be required to actively reduce their travel speed and/or direction of travel on the roadway, or will be subject to additional traffic control and/or abnormally long queuing or delays, shall ensure that a TMP is prepared.*”

TMPs for roadworks and events impacting on the normal functionality of the road network should demonstrate how road reserve users will be safely and effectively guided through, past or around the roadworks or event site and ensure the road network performance is not unduly impacted, maintaining an acceptable level of service for the duration of the works or event. TMPs shall be prepared in conjunction with MRWA and the City’s requirements, and approved well in advance of the event or roadworks to prevent delays.

In accordance with the Works Code of Practice all TMPs shall be prepared by a person holding Main Roads accreditation in Advanced Worksite Traffic Management (AWTM). A person holding Main Roads accreditation in AWTM may review, monitor and adjust TMP’s. Refer to clause 8 of the Works Code of Practice for tasks permissible relevant to each MRWA accreditation.

Temporary traffic management for repetitive and/or basic works which comply with the MRWA Generic/Site Specific TMP Checklist or Basic Worksite TMP Template Checklist may be implemented with a generic or basic TMP and Traffic Control Diagrams (TCDs).

3.4. Application for Approval of Works and Events

All works and events on roads in the City require an application to be submitted to the City for approval.

The proponent of the proposed works or event shall follow the City’s administrative protocols, complete and provide all documents required by the City and outlined in clause 4 of these Guidelines and submit the completed application package to the City’s Administration Centre (admin@kwinana.wa.gov.au) ensuring that any specified lead time requirements are adhered to, for assessment and approval to be granted.

Approval of the City must be obtained prior to commencement of the proposed works or event.

Refer to Appendixes C and D for approval process maps.

3.5. City Managed Works and Events

Temporary traffic management undertaken as part of the City’s annual planned construction projects, civil and maintenance works and events within the City shall be undertaken in conformance with MRWA requirements.

3.5.1. City Planned Construction Projects

The City's planned construction projects impact on the road network. Therefore the City shall undertake all planned construction projects with appropriate temporary traffic management measures, to provide a safe work area for all its employees, contractors, consultants, agents and the community.

The City through its tender with external contractor for the supply of temporary traffic management services may engage a contractor in advance of each construction project to comply with all the necessary MRWA, legislative, statutory and City requirements in regards to the production and implementation of TMPs.

Refer to Appendix E for internal traffic management plan approval process map.

3.5.2. City Civil and Maintenance Works

All temporary traffic management for civil and maintenance works by the City, shall be undertaken using site specific TMPs or generic TMPs and TCDs.

Generic TMPs and TCDs are implemented at those worksites which comply with the Generic/Site Specific MRWA requirements.

All of the City's operational staff relevant to works on roads shall possess current and appropriate Basic Worksite Traffic Management and/or Traffic Controller accreditations. This will enable the accredited staff to implement generic TMPs and TCDs at specific worksites.

All site specific traffic management services for civil and maintenance works shall be planned and implemented by the City's contractor or a MRWA accredited person.

Refer to Appendix E for internal traffic management plan approval process map.

3.5.3. City Managed Events

All temporary TMPs for the City's annual events shall be prepared by the City's contractor and implemented by accredited persons.

Refer to Appendix E for internal traffic management plan approval process map.

3.6. Emergency Works

The City recognises that circumstances may arise where Emergency Works need to be undertaken on its roads. Where it is not practicable to prepare a TMP and obtain approval of the City prior to undertaking Emergency Works, the Emergency Works may be undertaken without first obtaining TMP approval. Emergency Works must be undertaken with reasonable care and in a manner that ensures the safety of road users and road workers and minimizes disruption to the road network.

The City must be notified by an appointed representative in charge of the Emergency Works, advising the City in a timely manner, and detailing the incident and addressing notification to the City of Kwinana (admin@kwinana.wa.gov.au).

3.7. Closure of Thoroughfares

The City must be contacted by any Applicant planning to conduct any works or event, that will require wholly or partially closing any thoroughfare for a temporary period within the district of the City. Consultation with the City will outline any additional requirements of the City to prevent delays.

Compliance with the following acts, regulations, standards and codes is mandatory, when implementing full or partial closure of public thoroughfares in Western Australia;

- Road Traffic Act 1974;
- Road Traffic Code 2000;
- Local Government Act 1995;
- Road Traffic (Administration) Act 2008;
- Public Meetings and Processions Regulations 1984;
- Public Order in Streets Act 1984;
- Road Traffic (Events on Roads) Regulations 1991;
- Australian Standards 1742.3 – 2009;
- Land Administration Act – 1997;
- City of Kwinana Local Law 2011 – Activities on Thoroughfares and Public Places and
- Trading Local Law;
- MRWA Traffic Management for Events Code of Practice;
- MRWA Traffic Management for Works on Roads Code of Practice;

Visit the [Western Australia Police Force website](#) for more information on the requirements needed and for guidance on the approval of road closures.

3.8. Stakeholders and Other Authorities

During the planning process in advance of the impending works or event, it is imperative that the Applicant notify and consult other agencies such as Emergency Services, WA Police, Public Transport Authority, MRWA Heavy Vehicles Operations, MRWA Traffic Operations Centre, Utility Service Providers etc. which may be affected by the works or event. The Applicant shall demonstrate to the City's satisfaction that notification and consultation has been conducted with the affected property owners and occupiers.

3.9. Impact to Private Properties

Works or events impacting on private properties can cause inconvenience and present risks to the worksite or event if the owners, occupants or other motorists accessing the property are unaware of the surrounding environment.

Prior to the works or event proceeding, the City shall require the Applicant to issue advanced notification in the form of a formal letter to affected property owners and occupiers as determined by the City at least 2 weeks preceding the commencement date.

The Applicant shall demonstrate to the City's satisfaction that notification and consultation has been conducted with the affected property owners and occupiers.

3.10. Working Hours and Noise Restrictions

The Applicant shall provide details for the proposed works or event, duration, commencement date, completion date, stages of project, start and finish times in the Application Form, TMP and referenced within the Traffic Control Diagrams for stages, restrictions, and switches of stages as required.

Works and events have the potential to create high and continuous noise levels which can affect surrounding properties. Noise restrictions from construction works, roadworks and events are exempt from the Environmental Protection (Noise) Regulations 1997 between 7am and 7pm Monday to Saturday and 9am to 7pm Sundays and public holidays. Any noise emitting elements and/or works or events, outside these hours will require further approval from the City's Environmental Health Department to operate outside the normal working hours to manage noise emissions.

3.11. Complex Traffic Arrangements

Works and events involving complex traffic arrangements as identified in clause 5.2.2 of the Works Code of Practice and any other complex arrangements, which are not addressed in it or AS1742.3, for example high frequency accident locations and major long-term projects, shall be reviewed and endorsed by an accredited MRWA Roadworks Traffic Manager.

3.12. Public Works at Children's Crossings

Proposed works on a local road at or near a children's crossing must be approved by the Children's Crossing and Road Safety Committee in addition to approval of the City under these Guidelines.

A children's crossing cannot be closed, interfered with or moved to allow for the proposed public works without reference to the Committee.

Advice of the proposed works must be emailed to Children's Crossing Unit or by letter to the WA Police, State Traffic Operations, and 2 Clayton Street, Midland WA 6065 to obtain approval.

4. Application

4.1. Application Submission

To facilitate prompt approval of applications, the Applicant arranging the works or event should contact the City at the earliest stage possible, in order to obtain traffic information, the

level of service required on the road, working hour restrictions and details of any other restrictions, requirements and additional approvals that may need to be considered, whilst planning to ensure timely execution.

Applicants are required to submit the completed application to admin@kwinana.wa.gov.au ensuring all required documents and items are included in the submission to facilitate a prompt response from the City.

The following items are required to be submitted by the Applicant:

- Completed and signed Application Form and Indemnity Form in Appendix A;
- Traffic Management Plan(s);
- Traffic Control Diagram(s);
- Copy of formal public notification letter to be issued to properties if required;
- Type and format of additional public notification measures if required;
- Approval from neighbouring local government authority if required;
- Utility Service Providers approval if required;
- MRWA approval if required;
- Engineering detailed drawing(s);
- WA Police/Commissioners approval if required;
- Application forms for events, road closures, contravention of laws etc. if required; and
- Approval from Children's Crossing and Road Safety Committee if required;

In some circumstances, the City may require additional information to be provided by the Applicant in order to determine the application.

4.2. Traffic Management Plan

The TMP shall address the responsibilities of the Applicant or the Applicant's contractor in relation to the proposed works or event and shall demonstrate how its procedures and instructions shall be applied to the works or event to demonstrate compliance with all relevant requirements and technical specifications. The TMP shall address and conform to the requirements of MRWA and the City.

The Applicant must ensure that the following items have been addressed when preparing the TMP;

- TMP(s) and TCD(s) developed and designed in accordance with the Works Code of Practice and Events Code of Practice (as applicable), applicable specifications, guidelines, Australian Standards, Acts, regulations and other applicable statutory requirements;
- Contingency arrangements at the proposed site for traffic accidents, vehicle breakdowns, weather condition, emergencies, fatalities and serious injuries etc.;
- Risk Management complying to AS/NZS ISO 31000:2009 – Risk Management - Principles and Guidelines, MRWA Specifications and AS/NZ 4801:2001;
- Coordination with existing sites in the vicinity;
- Example of message input into Variable Message Sign(s) if required;
- Notification of Roadworks or Event form if required according to the Works Code of Practice & Events Code of Practice;

- Other requirements such as existing regulatory & information signage, rubbish bins, utility signage etc.;
- Public transport impacts;
- Details of proposed dates, stages, duration and working hours;
- Sufficient detailed information of works or event including stages and switches;
- After care details and plan(s) if required;
- Impacts to any businesses or residents;
- Road Traffic Manager approval if required;
- Any other site specific requirements;
- Consultation with affected residents/businesses if required;

The City may request additional site specific requirements to be addressed in order to grant approval.

4.3. Submission Timeframe

All Applicants shall ensure that a sufficient time frame is provided from the commencement date of the works or event, to allow the City to administratively process, assess, audit and approve the submitted application.

The City has established a minimum timeframe of 10 business days from the date of submission, for applications to be granted formal approval.

Refer to Appendixes C, D and E for approval process maps.

4.4. Fees and Charges

In accordance with section 6.16 of the Local Government Act 1995, a local government may impose and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

Refer to the [City's website](#) for the current year Schedule of Fees and Charges.

4.4.1. Review of Traffic Management Plans

TMPs submitted for approval are subject to fees and charges set by Council in its Schedule of Fees and Charges.

The fees and charges are derived from the integral cost per hour (or pro rata) of the City's Officers to assess each TMP including site visits and administrative protocols for processing the application.

These fees and charges are not applicable to TMP submissions and applications from community groups, non-profit organisations, development applications, local structure plans and scheme amendments.

4.4.2. Road Closures for a Period Exceeding 4 Weeks

An application for temporarily or permanently closing a thoroughfare wholly or partially to the passage of vehicles for a period exceeding 4 weeks requires prior approval from Council at its scheduled Council meetings, the Department of Lands and is subject to additional advertising requirements undertaken by the City. This process is subject to a non-refundable administrative fee which is set by Council in its Schedule of Fees and Charges on an annual basis.

4.5. Approval

Only applications which comply with the requirements of MRWA, the Works Code of Practice, the Events Code of Practice, AS1742.3 and the City's Guidelines will be granted formal approval.

Applications which do not comply with these requirements will be rejected and Applicants will be advised of the outcome. The City is not required to approve any application. Where an application is refused the City may (but is not required to) propose corrective action to be taken by the Applicant in order for the application to be approved.

Where an application is amended or revised the Applicant must resubmit the revised documents to the responsible City Officer for review and determination.

Refer to Appendixes C, D and E for approval process maps.

5. Site Inspection

The City monitors the road network within its jurisdiction and maintains a register of all upcoming or active worksites and event sites to conduct frequent site visits.

A copy of the current formal approval, TMP(s), TCD(s) and record keeping documents shall be available onsite at all times and provided to the City upon request.

It is the responsibility of the Project Manager or Event Organiser to ensure temporary traffic management is implemented in accordance with the approved TMP.

If non-compliant worksites or event sites are identified by the City, the project or event manager will be notified and the sites shall be rectified immediately to the satisfaction of the City. Failing to rectify the non-compliance will lead to the termination of work or event, reinstatement of any affected areas and restoration of all trafficable conditions to normal, to the satisfaction of the City at the Applicant's cost.

Any unauthorised worksites or event sites detected within the City's road network will result in the responsible party being informed of their breach, and may be required by the City to immediately terminate any works or event site, remove all plant and equipment from the site, reinstate any affected areas and return all trafficable conditions to normal at their cost.

Refer to Appendix F for the City of Kwinana Traffic Management Onsite Inspection Checklist.